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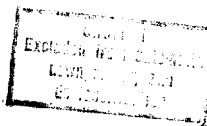
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**GENERAL RESPONSIBILITY AND PROCEDURES OF THE OFFICE OF THE  
DEPUTY DIRECTOR (INTELLIGENCE)**

1. Under Agency regulations the DD/I has full authority to carry out the Agency functions assigned to him, namely, "directing and coordinating the activities" of OCR, ORR, ONE, OCI, OSI, OO, OBI and NPIC. For this purpose he is authorized to coordinate these activities with other Deputy Directors of the Agency "to the extent necessary for the fulfillment of the Agency mission" and to "establish internal policies, functions and procedures for the operation of these components in accordance with Agency policies, regulations and directives. This means that the DD/I has the broad responsibility of providing intelligence information and substantive analysis of foreign situations or developments affecting the national security of the United States whenever such intelligence is reported or produced in any of the offices of the Deputy Director for Intelligence. He provides this intelligence information and substantive analysis to the DCI in support of the DCI's role as (1) Senior Intelligence Officer of the President and the NSC, (b) Chairman of USIB and Coordinator of Intelligence Community views, and (c) head of the Central Intelligence Agency, in which capacity he needs substantive support for operational plans and decisions.

2. The DD/I, in accordance with Agency regulations, looks to the operating officials under his supervision, in this case the Assistant

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Directors of the DD/I Offices, to carry out the tasks of intelligence production and related activities necessary for the discharge of the responsibilities of the Deputy Directorate for Intelligence. These AD's report directly to the DD/I and are directly responsible to him for execution of tasks delegated to them under Agency regulations or by specific instruction.

3. The Office of the DD/I has a small staff whose function is to assist the DD/I in the management of intelligence production and related activities in the Deputy Directorate. It consists of several staff components.

A. The Assistant Deputy Director (Intelligence) is in effect the Deputy of the Deputy Director (Intelligence). He takes on all the responsibilities and authority of the DD/I in the latter's absence or unavailability. Thus he is obliged to keep himself generally well informed in all fields which the Deputy Directorate is active. In addition the ADD/I has certain specific duties assigned to him for his primary responsibility as a senior staff officer with authority to take action on behalf of the DD/I under existing policy guidelines or to advise the DD/I upon the need for new policy decisions. These special duties assigned to the ADD/I are at present as follows.

- (1) Broad fiscal and managerial policy;
- (2) Inter-office problems related to management or intelligence production when these problems are of a

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character likely to affect policy or programs;

(3) Indications of hostilities (Watch Committee);

(4) SIGINT policies and programs; and

(5) Coordination of CIA positions on USIB papers and problems for which responsibility is not otherwise assigned by the DD/I (e.g., excludes estimative matters handled by ONE).

B. The Assistant to the DD/I for Administration (and his staff assistants) are responsible for coordination of administrative programs and procedures between various offices in the Deputy Directorate in accordance with Agency regulation. He will normally report to the DD/I through the ADD/I since his work is mainly in the fiscal and managerial field.

C. The remainder of the Staff of the O/DD/I will provide staff support to the DD/I in fields which have not been assigned to the ADD/I as matters of primary staff responsibility. As much as possible these fields wherein the DD/I himself takes primary responsibility for action will be those in which intelligence reports are to be provided or substantive positions to be taken outside the Agency. The DD/I's Special Staff Assistants will provide a staff link with the offices on matters of this kind where it is not necessary for the AD's concerned and the DD/I to deal directly.

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(1) The Special Assistant to the DD/I for Policy Support reports directly to the DD/I although he is obligated to keep the ADD/I generally well informed. His duties are as follows:

- (a) Advising on policy and procedures governing distribution of DD/I intelligence materials outside the Agency;
- (b) Providing the Office of the DD/I and the DD/I offices with information on national security policy deliberations of significance to DD/I production programming or intelligence handling policies to this and monitoring and guiding the work of the SISO teams;
- (c) Monitoring and establishing policy covering DD/I contacts with foreign intelligence liaison officers in Washington and abroad; and
- (d) Establishing procedures for office management in the Office of the DD/I.

(2) The Special Assistant for Collection Guidance will report directly to the DD/I although always keep the ADD/I generally well informed and coordinating the activities closely with the Special Assistant for Policy Support. His primary duty will be advising on all problems related to the provision of substantive guidance and requirements to collectors in a way which draws on the total resources of the Deputy Directorate for Intelligence and is likely to provide better incoming raw intelligence for analysis.

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(3) The Special Assistant for Current Information will report directly to the DD/I, although always coordinating closely with the Special Assistant for Policy Support. His primary duties will be:

- (a) Insuring that the O/DD/I has currently available all substantive intelligence materials needed by any of the staff officers;
- (b) keeping the DD/I advised of reports and under consideration by the DD/I, DD/R and the other components of the Agency when these subjects may require a substantive report from the DD/I before decisions are reached by the DDCI or the DCI; and
- (c) acting as alternate for the Special Assistant for Policy Support when instructed to do so by the DD/I.

(4) The routine management of the O/DD/I will be the responsibility of the Administrative Assistant  who will supervise the non-professional staff of the O/DD/I to provide adequate support and appropriate control procedures to facilitate the work of all O/DD/I staff. Normally the Administrative Assistant will take policy guidance on these matters from the ADD/I, in matters involving general management of the Deputy Directorate and O/DD/I relationships with the DD/I offices, and from the Special Assistant for Policy Support for matters concerning which the DD/I takes under his own primary responsibility for action.

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